



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

January 6, 2010

Al Lillestol, Executive Director  
Franklin Career College, Inc.  
1274 Slater Circle  
Ontario, CA 91764

Dear Mr. Lillestol:

**RE: FINAL MONITORING VISIT REPORT for Franklin Career College IV LVN Training – ET08-0252**

Date of the Visit:	11/10/09
Beginning/Ending Time:	N/A
Date of Last Visit:	6/03/09
Visit Location:	Via Teleconference
Persons in attendance:	Bonnie Bonner, Campus Director, Franklin Career College; and Krista Campion, Contract Analyst, Employment Training Panel
Action Required:	No

## CONTRACT INFORMATION

Term of Agreement:	11/12/07 – 11/11/09	Agreement Amount:	\$550,500
Training Start Date:	12/03/07	No. to Retain:	50
Date Training must be Completed:	8/10/09	Range of Hours:	600 – 750
Type of Trainee:	Nurse Retrainee	Weighted Ave. Hours:	734

## ***ACTION ITEMS REMAINING FROM THE PRIOR VISIT:***

***None – all project administration actions discussed in prior report have been completed.***

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 1/22/08. Training commenced on this project on 12/03/07 and the class/lab tracking system reflects that all training ended on 7/09/09. The end term date was 11/11/09. See below for approval of retentions outside the term ending date of the Agreement.

There were no Modifications or Amendments processed for this Agreement.

- **INTERVIEW WITH BONNIE BONNER, CAMPUS DIRECTOR**

This Multiple Employer Contract, CNA to LVN training project, was designed to provide trainees with the knowledge, skills and abilities to perform the duties of a LVN in a hospital or skilled nursing facility, and prepared trainees to take the NCLEX Licensed Vocational Nurse licensing examination. The Franklin LVN training program consisted of 1,560 training hours, as required by the BVNPT. ETP approved the funding for the second half of the LVN training program (up to 750 hours of the 1,560 hours of training).

Ms. Bonner reported that the comprehensive LVN training consisted of classroom (didactic) and clinical application which prepares the trainee for successful performance as an LVN and provides motivation to a trainee to continue on a career path to RN. See projected earnings below.

### **APPROVAL OF RETENTIONS OUTSIDE THE TERM ENDING DATE**

As discussed in prior monitoring report, following the completion of training, trainees must submit an application to the State Board of Nursing, receive a letter of clearance from BVNPT, schedule the NCLEX exam, take the exam and receive the results to become employable. This process may take many months. As a result, on 11/10/09, ETP approved Franklin Career College's request to place six trainees outside the end term date of the Agreement with a retention date of no later than 5/30/2010. The ETP Fiscal Manager was notified of the names of the trainees. **Given the approval of retentions outside the term ending date, the closeout invoice is due to ETP by 6/30/10.**

### **PROJECT STATUS PROVIDED BY THE CONTRACTOR**

Trainees Started Training:	21	Completed Training:	18
Trainees Enrolled:	21	Number Hired:	6
Dropped Following Enrollment:	3	Completed Retention:	4
No. Completed Minimum Reimbursable Hours:	18		

### **PROJECTED EARNINGS / NUMBER TO RETAIN**

Ms. Bonner confirmed that 18 trainees (36 percent of planned trainees) have completed all training of whom 15 trainees are projected to complete the 90-day retention period. The per trainee reimbursement for class/lab training is based on the total actual number of training hours completed for each trainee, provided the minimum (600) and no more than the maximum (750) class/lab training hours are completed, and all other Agreement terms and conditions are met.

**The 15 trainees referenced above have completed a grand total of 11,048 hours of class/lab training. This equates to a potential reimbursement, of \$165,750 assuming that all Agreement performance requirements are met. This amount is approximately 30 percent of the Agreement amount. To date, Franklin Career College has been reimbursed a total of \$132,096 in progress payments, of which \$48,128 is considered *earned*.**

### **REIMBURSEMENT COST TO TRAINEES**

As stated in prior Monitoring Reports, the costs for this LVN program are \$22,911.52 which includes tuition/fees and the costs of books and uniforms. Typically, retrainees will obtain a loan to pay the costs up front prior to the start of training and make payments toward any outstanding balance during training. Upon receipt of final payment reimbursement from ETP at the end of the 90-day retention period, Franklin will use ETP funds to pay on the outstanding loan balance, less the 13.04 percent for administrative fees. Additionally, Franklin may forward any remaining amount to the retrainee, if necessary. According to you, Franklin Career College maintains complete records for auditing purposes for each retrainee that shows the ETP reimbursement, any outstanding loan(s) repaid to the lender by Franklin, and any remaining balance received by the retrainee.

### **AUDIT**

You are advised that Franklin Career College will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

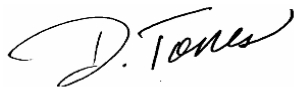
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information in this letter, please contact Ms. Campion at 619-686-1917, or at [kcampion@etp.ca.gov](mailto:kcampion@etp.ca.gov), within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager  
San Diego Regional Office



Krista Campion, Contract Analyst  
San Diego Regional Office

cc: Bonnie Bonner, Campus Director, Franklin Career College  
Kulbir Mayall, ETP Fiscal Manager  
Master File  
Project File  
Final Report File